

Human Resources Training Division

Training Schedule January - June 2017

2017

This schedule contains the standard courses offered by the HR Training Division. In addition to these published courses special training sessions may be presented or custom courses developed to meet departmental needs. The department coordinators may contact Dirk Essary via metro email or call 615.862.4344 to make their request.

Training Center is located at 1417 Murfreesboro Pike



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HR Training Division - Information and Practices

DDC Classes:

Defensive Driving classes (DDC-6 and DDC-4) begin promptly at the scheduled time (8:30 a.m.). Those who are tardy may not be allowed entrance and may need to reschedule their session. Employees should arrive by 8:15 a.m. and must bring their valid driver's license for admittance to DDC training. This is a requirement of the National Safety Council. Please note that DDC classes are **not** held in the traffic school section of the MSE building. Employees should enter on the south side of the building under the awning labeled "MAIN ENTRANCE".

Per Metro Ordinance, if an employee drives a Metro vehicle, or if the employee uses a personal vehicle for governmental business and claims mileage reimbursement, he / she must take Defensive Driving (DDC-6) initially, and complete DDC-4 every three years. *Metro Ordinance 12.08.120 states ... "no person shall operate a vehicle, the operation of which is reimbursable...unless and until such person has completed the defensive driving course of the National Safety Council...and is in possession of proof of such completion".*

Class size limits:

Most classes are limited to 35 while some are set for smaller groups. It is very important that those with direct access to the database scheduling not overbook the classroom. The limit is set to comply with safety guidelines for room use. Online classes are not limited to 35 enrollees. Special exceptions may be accommodated by contacting the training division.

Inclement Weather Policy:

Classes are automatically cancelled when Nashville/Davidson County Schools are closed for snow or inclement weather. Check for school closings on local television channels. It is the responsibility of the employee to confirm with their department when they are registered for any make-up session. If schools are delayed due to weather the training classes will not delay and begin at scheduled time.

Registration for Courses:

Register for classes by sending an email to your departmental training coordinator. For those departments without training coordinators, your supervisor should send in the request to the HR Training Requests mailbox (hrtrainingrequests@nashville.gov).

Training Center Location:

Metro Southeast is located at 1417 Murfreesboro Pike (Genesco Park). Enter the main driveway and pass the four-story building nearest Murfreesboro Pike. Parking is available to the right or left of the driveway. Enter the building through the south entrance under the awning that is marked "**Main Entrance**".

Mandatory Training includes Sexual Harassment Prevention, Substance Abuse, Diversity Awareness training and SANS Securing the Human (SANS). All employees (Non-supervisors and Supervisors) must complete these classes. Employees are required to complete retraining every four years.

♿ All entrances are accessible. If other accommodations are needed, contact Dirk Essary at 862-4344.



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New Hire Orientation

New Hire Orientations are scheduled through department HR Coordinators and take place on Mondays at Metro Southeast (MSE) at 1417 Murfreesboro Pike from 8:30 a.m. to 4:30 p.m.

Diversity Awareness Training

Diversity Awareness Training	Tuesday	1/10	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	1/24	8:30A – 10:00A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	2/07	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	2/14	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	2/21	8:30A – 10:00A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	3/7	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	3/21	8:30A – 10:00A	Metro Southeast	M. Gilbert
Diversity Awareness Training	Tuesday	4/4	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	4/18	8:30A – 10:00A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	5/2	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	5/16	8:30A – 10:00A	Metro Southeast	T. Pennington
Diversity Awareness Training	Tuesday	5/30	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	6/13	8:30A – 10:00A	Metro Southeast	M. Wilson
Diversity Awareness Training	Tuesday	6/27	8:30A – 10:00A	Metro Southeast	M. Gilbert



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Sexual Harassment Prevention for Non-Supervisors					
Sexual Harassment Prevention Non-supervisors	Thursday	1/12	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	1/26	10:30A-12:00P	Metro Southeast	T. Pennington
Sexual Harassment Prevention Non-supervisors	Thursday	2/9	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	2/16	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	2/23	10:30A-12:00P	Metro Southeast	T. Pennington
Sexual Harassment Prevention Non-supervisors	Thursday	3/9	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	3/23	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	4/6	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	4/20	10:30A-12:00P	Metro Southeast	T. Pennington
Sexual Harassment Prevention Non-supervisors	Thursday	5/4	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	5/18	10:30A-12:00P	Metro Southeast	M. Gilbert
Sexual Harassment Prevention Non-supervisors	Thursday	6/1	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	6/15	10:30A-12:00P	Metro Southeast	M. Wilson
Sexual Harassment Prevention Non-supervisors	Thursday	6/29	10:30A-12:00P	Metro Southeast	T. Pennington



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Sexual Harassment Prevention - Supervisors					
Sexual Harassment Prevention SUPERVISORS	Thursday	1/19	8:30A-10:30A	Metro Southeast	T. Pennington
Sexual Harassment Prevention SUPERVISORS	Thursday	2/2	8:30A-10:30A	Metro Southeast	T. Pennington
Sexual Harassment Prevention SUPERVISORS	Thursday	3/16	8:30A-10:30A	Metro Southeast	T. Pennington
Sexual Harassment Prevention SUPERVISORS	Thursday	4/13	8:30A-10:30A	Metro Southeast	T. Pennington
Sexual Harassment Prevention SUPERVISORS	Thursday	5/11	8:30A-10:30A	Metro Southeast	T. Pennington
Sexual Harassment Prevention SUPERVISORS	Thursday	6/8	8:30A-10:30A	Metro Southeast	T. Pennington



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Substance Abuse Prevention for Non Supervisors					
Substance Abuse Policy Non-supervisors	Thursday	1/12	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	1/26	8:30A – 10:00A	Metro Southeast	T. Pennington
Substance Abuse Policy Non-supervisors	Thursday	2/9	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	2/16	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	2/23	8:30A – 10:00A	Metro Southeast	T. Pennington
Substance Abuse Policy Non-supervisors	Thursday	3/9	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	3/23	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	4/6	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	4/20	8:30A – 10:00A	Metro Southeast	T. Pennington
Substance Abuse Policy Non-supervisors	Thursday	5/4	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	5/18	8:30A – 10:00A	Metro Southeast	M. Gilbert
Substance Abuse Policy Non-supervisors	Thursday	6/1	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-Supervisors	Thursday	6/15	8:30A – 10:00A	Metro Southeast	M. Wilson
Substance Abuse Policy Non-supervisors	Thursday	6/29	8:30A – 10:00A	Metro Southeast	T. Pennington



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Substance Abuse Prevention – Supervisors					
Substance Abuse Policy SUPERVISORS	Friday	1/20	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Policy SUPERVISORS	Friday	2/3	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Policy SUPERVISORS	Friday	3/17	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Policy SUPERVISORS	Friday	4/14	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Policy SUPERVISORS	Friday	5/12	8:30A-11:30A	Metro Southeast	S. Cain
Substance Abuse Policy SUPERVISORS	Friday	6/9	8:30A-11:30A	Metro Southeast	S. Cain



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DDC – 6 Employees should arrive by 8:15 with Drivers' License - No late entry allowed.					
DDC6 – Defensive Driving	Tuesday	1/17	8:30A-4:00P	Metro Southeast	M. Wilson
DDC6 – Defensive Driving	Tuesday	1/31	8:30A-4:00P	Metro Southeast	T. Pennington
DDC6 – Defensive Driving	Tuesday	2/14	8:30A-4:00P	Metro Southeast	M. Gilbert
DDC6 – Defensive Driving	Tuesday	2/28	8:30A-4:00P	Metro Southeast	M. Gilbert
DDC6 – Defensive Driving	Tuesday	3/14	8:30A-4:00P	Metro Southeast	M. Wilson
DDC6 – Defensive Driving	Tuesday	3/28	8:30A-4:00P	Metro Southeast	T. Pennington
DDC6 – Defensive Driving	Tuesday	4/11	8:30A-4:00P	Metro Southeast	M. Wilson
DDC6 – Defensive Driving	Tuesday	4/25	8:30A-4:00P	Metro Southeast	M. Gilbert
DDC6 – Defensive Driving	Tuesday	5/9	8:30A-4:00P	Metro Southeast	M. Wilson
DDC6 – Defensive Driving	Tuesday	5/23	8:30A-4:00P	Metro Southeast	M. Gilbert
DDC6 – Defensive Driving	Tuesday	6/6	8:30A-4:00P	Metro Southeast	M. Wilson
DDC6 – Defensive Driving	Tuesday	6/20	8:30A-4:00P	Metro Southeast	M. Gilbert



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DDC-4					
All DDC4 ONLINE classes enrollment is not limited to regular classroom size. MSE classes are limited to 30.					
DDC4 – Defensive Driving Refresher	Friday	1/13	8:30A–12:30P	Metro Southeast	M. Gilbert
DDC4 – Defensive Driving Refresher	Friday	1/27	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	2/10	8:30A–12:30P	Metro Southeast	T. Pennington
DDC4 – Defensive Driving Refresher	Friday	2/24	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	3/10	8:30A–12:30P	Metro Southeast	M. Gilbert
DDC4 – Defensive Driving Refresher	Friday	3/31	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	4/7	8:30A–12:30P	Metro Southeast	M. Gilbert
DDC4 – Defensive Driving Refresher	Friday	4/28	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	5/5	8:30A–12:30P	Metro Southeast	M. Gilbert
DDC4 – Defensive Driving Refresher	Friday	5/26	8:30A–12:30P	ONLINE	ONLINE
DDC4 – Defensive Driving Refresher	Friday	6/16	8:30A–12:30P	Metro Southeast	M. Gilbert
DDC4 – Defensive Driving Refresher	Friday	6/30	8:30A–12:30P	ONLINE	ONLINE



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MEPD – General Interest Courses					
Active Aggression Awareness	Friday	3/3	9:00A-11:00A	Metro Southeast	PD
Active Aggression Awareness	Friday	5/19	9:00A – 11:00A	Metro Southeast	PD
Performance Management	Thursday	3/2	8:30A-10:30A	Metro Southeast	Essary/Wilson
Performance Management	Thursday	4/27	8:30A-10:30A	Metro Southeast	Essary/Wilson
Successful Supervisors	Wednesday	3/8	8:30A-11:30A	Metro Southeast	M. Gilbert
Successful Supervisors	Wednesday	6/7	8:30A-11:30A	Metro Southeast	M. Gilbert
Records Management	Wednesday	3/15	8:30A-11:00A	Metro Southeast	R. Williams
VOYA – Understanding The Drop	Wednesday	2/22	9:00A-10:00A	Metro Southeast	VOYA
VOYA -Investment Concepts Simplified	Wednesday	4/19	9:00A-10:00A	Metro Southeast	VOYA
VOYA - Retirement Planning for Women	Wednesday	6/21	9:00A-10:00A	Metro Southeast	VOYA
VOYA & Vesting – 10+ Yrs of Service	Tuesday	2/7	8:30A-10:30A	Metro Southeast	VOYA/HR
VOYA & Vesting – 10+ Yrs of Service	Tuesday	5/16	8:30A-10:30A	Metro Southeast	VOYA/HR
VOYA - Voyage into Your Future	Tuesday	1/24	9:00A-10:00A	Metro Southeast	VOYA



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MEPD – Retirement Planning ***Class size limited to 20 participants***					
Retirement - 5 Years Out	Thursday	1/19	8:30A-11:00A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	2/16	8:30A-11:00A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	3/16	8:30A-11:00A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	4/20	8:30A-11:00A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	5/25	8:30A-11:00A	Metro Southeast	Bowles/Denton
Retirement - 5 Years Out	Thursday	6/15	8:30A-11:00A	Metro Southeast	Bowles/Denton



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Metro Management Institute – Series Course Schedule – 30 participants per class					
Class 1: Employment Law & Policy	Wednesday	1/11	8:30A-12:30P	Metro Southeast	S. Cain
Class 1: Employment Law & Policy	Wednesday	3/22	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Workplace Safety	Wednesday	1/18	8:30A-12:30P	Metro Southeast	S. Cain
Class 2: Workplace Safety	Wednesday	3/29	8:30A-12:30P	Metro Southeast	S. Cain
Class 3: Management from a Different Perspective	Wednesday	1/25	8:30A-12:30P	Metro Southeast	M. Wilson
Class 3: Management from a Different Perspective	Wednesday	4/5	8:30A-12:30P	Metro Southeast	M. Wilson
Class 4: Leadership Communication	Wednesday	2/1	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 4: Leadership Communication	Wednesday	4/12	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Generations in the Workplace	Wednesday	2/8	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 5: Generations in the Workplace	Wednesday	4/19	8:30A-12:30P	Metro Southeast	M. Gilbert
Class 6: Performance Management & Documentation	Wednesday	2/15	8:30A-12:30P	Metro Southeast	D. Essary
Class 6: Performance Management & Documentation	Wednesday	4/26	8:30A-12:30P	Metro Southeast	D. Essary
Class 7: Conflict Management	Wednesday	2/22	8:30A-12:30P	Metro Southeast	T. Pennington
Class 7: Conflict Management	Wednesday	5/3	8:30A-12:30P	Metro Southeast	T. Pennington
Class 8: Customer Service in Government	Wednesday	3/1	8:30A-12:30P	Metro Southeast	T. Pennington
Class 8: Customer Service in Government	Wednesday	5/10	8:30A-12:30P	Metro Southeast	T. Pennington



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Boards / Commission Member Training (Executive Order #7)

This training is conducted for each board by arrangement or in open sessions for multiple boards/commissions. Please contact Dirk Essary to schedule an onsite with your Board/Commission. The open sessions are set for any Board/Commission member to attend to accommodate their schedules.

B/C – SHP/DAT	Thursday	2/2	3:00P – 4:00P	Sonny West Conf	HR
B/C – SHP/DAT	Thursday	5/4	3:00P – 4:00P	Sonny West Conf	HR